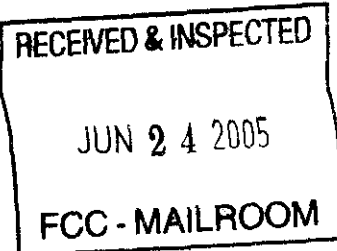


Before the
FEDERAL COMMUNICATION COMMISSION
Washington, D.C. 20554



In the Matter of)	
)	
Request for Review by Colegio)	
Nuestra Senora de Lourdes on Decision of)	Form 471 Application No. 412391
the Universal Service Administrator)	
)	
Schools and Libraries Universal Service)	CC Docket No. 02-6
Support Mechanism)	
)	

TO: Wireline Competition Bureau

REQUEST FOR REVIEW

Pursuant to Sections 54.719(c) and 54.721 of the Federal Communications Commission ("Commission" or "FCC") rules, 47 C.F.R. §§ 54.719(c) and 54.721 (2003), Colegio Nuestra Senora de Lourdes ("Colegio De Lourdes") hereby appeals the decision of the Schools and Libraries Division ("SLD") of the Universal Service Administrative Company to deny the requested discount in Funding Year 2004 (07/01/2004 – 06/30/2005) of 90%.

I. BACKGROUND

On January 30, 2004, Colegio De Lourdes filed an FCC Form 471 with the SLD listing the services for which it was requesting discounts under the schools and libraries universal service support mechanism (the "E-rate program").¹ On August 11, 2004, Colegio De Lourdes received from the SLD the E-rate Selective Review Information Request for funding year 2004². By October 18, 2004, Colegio De Lourdes submitted by fax to the SLD's reviewer the answers concerning the Selective Review.³ Later on during the month of November 03, 2004, Colegio De

¹ FCC, Form 471 No. 412425 for Colegio De Lourdes, filed 01/30/2004 (Exhibit A).

² Selective Review from Jennifer Hung-PIA Selective Review, dated August 11, 2004. (Exhibit B)

³ See Response to Selective Review sent by fax addressed to Jennifer Hung-PIA Selective Reviewer, dated October 18, 2004 (Exhibit C).

Lourdes was inquired by the Consorcio to provide a socio economical study as per an SLD's PIA reviewer requesting the study for all of the Consorcio School members.⁴ Specifically, the information request, which was delivered to Colegio De Lourdes, requested the following information:

1. The total number of enrolled.
2. Total number of surveys/applications sent out
3. Number of survey/application returned
4. Total number of students that qualifies for the National School Lunch Program, using the Income Eligibility Guidelines (IEG) of the NSLP, per returned surveys/applications
5. Are the surveys/applications and results kept on file.
6. Provide a sample copy of the FILLED OUT SURVEY/APPLICATION with the child's personal information crossed out for confidentiality.
7. A signed certification that reads: "I certify that only those students who meet the Income Eligibility of the National School Lunch Program have been included in Column 5 of item 10b, Block 4 (Worksheet A) of the Form 471."
8. The information must be in writing on the school letterhead and signed by a school official (such as the Principal, Vice – Principal Superintendent, Director of Food Services.

In its response, Colegio De Lourdes indicated that there were 810 students enrolled, that 810 surveys/applications were sent out and that 810 surveys/applications were returned. It also indicates from those survey/applications returned 634 students qualifies for the NSLP, that the surveys/applications and its results are kept on file and certified, that only the students who meet the IEG of the NSLP had being included in Column 5 item 10b of block 4 (worksheet A) of the Form 471. Colegio De Lourdes also provided a sample copy of the socio-economic survey. On the socio economical study provided, Colegio De Lourdes provided evidence that qualifies the school for a 90% of discount.⁵

⁴ See fax addressed to Madeline Melgen from Nancy Rocco, PIA Reviewer, dated November 03, 2004 (Exhibit D).

⁵ See letter dated December 10, 2004 (Exhibit E)

On February 10, 2005, the PIA requested additional information regarding the Selective Review,⁶ requesting additional information on Professional Development and Budget. Colegio De Lourdes complied immediately answering on February 23, 2005.

On May 10, 2005, Colegio De Lourdes received a Funding Commitment Decision Letter stating as the decision and explanation to deny the requested discount percentage of 90% the following statements⁷:

Srvc/Discnt will NOT be funded. The site-specific discount was corrected. Given demand, the funding cap will not provide for Internal Connections at your approved discount level to be funded.

II. COLEGIO DE LOURDES SUSTAINED ITS ELIGIBILITY FOR THE SERVICES AND THE 90%PERCENT DISCOUNT BEING ORIGINALLY REQUESTED ON COLEGIO LOURDES FORM 471 APPLICATIONS.

The SLD states the FCDL that ***Srvc/Discnt will NOT be funded. The site-specific discount was corrected. Given demand, the funding cap will not provide for Internal Connections at your approved discount level to be funded.*** On April 29, 2005, the SLD published on its Website that will continue to fund approved Funding year 2004 requests at discount percentages of 81% and above and will deny funding requests with discount percentages of 80% and below⁸. Colegio De Lourdes provided all the information and documentation the PIA requested during the applications selective review. Such information and documentation was sufficient to validate Colegio De Lourdes eligibility for the services solicited and the percentage discount requested.

⁶ See fax addressed to Madeline Melgen from Bob Leipow, PIA Reviewer, dated February 10, 2005 (Exhibit F).

⁷ See letter from Schools and Libraries Division, Universal Service Administrative Company dated May 10, 2005

⁸ <http://www.sl.universalservice.org/whatsnew/2005/042005.asp#042905>

II. THE SLD ERRED IN FAILING TO FOLLOW FCC PRECEDENT THAT REQUIRES THE SLD TO CONTACT COLEGIO DE LOURDES TO REQUEST DOCUMENTATION TO SUPPORT THE REQUESTED DISCOUNT THEREFORE, THE SLD ERRED ON DENYING THE SCHOOL FUNDING FOR INTERNAL CONNECTIONS.

In answering the PIA selective review questions, Colegio De Lourdes provided the PIA reviewer the information and/or documentation requested. Such information/documentation demonstrated the eligibility for the requested discount. In the event the SLD, when evaluates the documentation provided by the applicants, any doubt or issue arise should ask for additional information and/or documentation to clarify such doubt or concern. In this case the SLD did not requested Colegio De Lourdes additional information, thus the SLD denied the applicant the opportunity to provide documentation to support statement in their review.

Consistent with the information posted at

<http://www.sl.universalservice.org/reference/AppealsSLDGuidelines.asp>, item 3 clearly states

that: “When the appeal provides documentation to correct an incorrect SLD assumption made because there was insufficient information in the application file about an issue. In general, PIA will contact the applicant and ask for all information necessary to make decisions about an application. If that contact does not occur, however, and funding is denied based on an incorrect assumption, the SLD will grant an appeal when the appellant points out the incorrect assumption and provides documentation about the issue that is consistent with information originally provided but also successfully resolves the ambiguity in the original file”.

IV. THE SLD ERRONEOUSLY CONCLUDED THAT COLEGIO DE LOURDES DID NOT QUALIFY FOR THE 90% DISCOUNT FOR INTERNAL CONNECTIONS BASED ON INTERNAL CONNECTIONS

Colegio De Lourdes, in a timely manner, submitted to the SLD the information and documentation requested. Such information the school understood was enough to support the funding request for a 90% discount.

The SLD erred on denying the 90% discount to Colegio De Lourdes based on the decision granted for Internet Access, in which case Colegio De Lourdes proved to be eligible for a 90%, without asking for any additional information and or documentation to clarify any doubts or inconsistency.

V. CONCLUSION

Colegio De Lourdes for the reasons mentioned above states that, the SLD erred in their decision and we respectfully request the Commission to reverse the SLD's decision of denying the discount percentage and grant its application to be funded at a 90% discount.

Respectfully submitted,

COLEGIO NUESTRA SENORA DE LOURDES



Mary Ann Carrillo
Directór, Colegio Nuestra Senora de Lourdes
Calle Demetrio O'daly
Country Club
Carolina, PR 00924
Tel: 787-769-6275
Fax: 787-757-1245

June 15, 2005

HELP

FCC Form 471

Services Ordered and Certification Form



Applicant's Form Identifier: TEL200448

Entity Number: 200448

Contact Person: Madeline Melgen Ed D Phone Number: (787) 731-6100 Ext. 234

IMPORTANT

Please record this application's information in a secure place for future reference

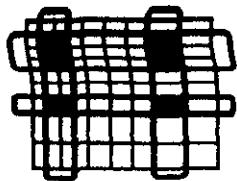
471 Application Number: 412425

Entity Number of Billed Entity (Applicant): 200448

Security Code Number: 14826

Continue >>

1997 - 2004 © , Universal Service Administrative Company, All Rights Reserved



NEVESEM, INC.

MSC 608, 138 Ave. Winston Churchill, San Juan, P.R. 00926-6023

Tel.(787)706-2700

Date: December 18, 2003
 Name: Colegio Nuestra Señora de Lourdes
 Río Piedras, PR
 Entity #: 200448
 Application #: _____

Year 2004 Quote

Item 21 Attachment

Internet Access

Bundled Services	Initial Charge	Monthly Charge	Annual Charge
256 Kbps Access & Transport		\$ 895	\$ 10,740
Internet Service Maintenance		\$ 158	\$ 1,896
Basic User Training	\$ 1,150		
Setup Charge (Installation)	\$ 4,050		
Project Management	\$ 820		
Total	\$ 6,020	\$ 1,053	\$ 12,636
Grand Total	\$		18,656

**Schools and Libraries Universal Service Program
Services Ordered and Certification Form 471
Application Display**

[Refresh Page](#)

[Close Print Preview](#)

Block 1: Billed Entity Information

Applicant's Form Identifier:

TEL200448

471 Application Number:
412425

Funding Year: 07/01/2004 -
06/30/2005

Billed Entity Number:
200448

Cert. Postmark Date:

Form Status: INCOMPLETE

RAL Date:

Out of Window Letter Date:

Name: Colegio Nuestra Senora de Lourdes

Address: Calle Demetrio O'Daly 1050

City: Rio Piedras **State:** PR **Zip:** 00929

Phone: 787-769-6284 **Ext:**

Fax: --

E-mail:

Contact Name: Madeline Melgen Ed D

Address: Road 177 Building 2021, Camino Alejandrino

City: Guaynabo **State:** PR **Zip:** 00969 5140

Contact Phone: 787-731-6100 **Ext:** 234

Contact Fax: 787-731-0000 **Ext:**

E-mail: mmelgen@escuelascaticas-sj.org

Contact Mode: FAX

Alternate Contact Info.: via e-mail

Type of Application: SCHOOL

Ineligible Orgs: N

Block 3: Impact of Services Ordered in THIS Application

Number of students to be served: 810

Number of library patrons to be served:

SERVICE DESCRIPTION	BEFORE ORDER	AFTER ORDER
a. (Schools/districts/consortia only) Telephone service: How many classrooms had phone service before and after your order?	13	13
b. High-bandwidth voice/data/video service: How many buildings served before and after your order?	2	3
c. High-bandwidth voice/data/video service: Highest speed to a building before and after your order?	256	256
d. Dial-up Internet connections: How many before and after your order?	1	1
e. Dial-up Internet connections: Highest speed before and after your order?	56	56
f. Direct connections to the Internet: How many before and after your order?	1	1
g. Direct connections to the Internet: Highest speed before and after your order?	256	256
h. Internet access(for schools): How many rooms have Internet access before and after your order?	15	42
i. Internet Access: How many computers (or other devices) with Internet access before and after your order?	18	27

Block 4: Worksheets

Worksheet A No: 570120 **Student Count:** 810

Weighted Product (Sum. Column 8): 729

Shared Discount: N/A

1. School Name: Colegio Nuestra Senora de Lourdes

2. Entity Number:
200448

3. Rural/Urban: Urban

4. Student Count:
810

5. NSLP Students:
634

6. NSLP Students/Students: 78.271%

7. Discount: 90%

8. Weighted Product: 729

Block 5: Discount Funding Request(s)

FRN: 1131542 FCDL Date:	
11. Category of Service: Internet Access	12. 470 Application Number: 114490000470468
13. SPIN: 143022659	14. Service Provider Name: A New Vision in Educational Services and Materials (NEVESEM)
15. Contract Number: MTM	16. Billing Account Number: 200448
17. Allowable Contract Date: 01/01/2004	18. Contract Award Date:
19a. Service Start Date: 07/01/2004	19b. Service End Date: 06/30/2005
20. Contract Expiration Date:	
21. Attachment #: 2	22. Block 4 Entity Number: 200448
23a. Monthly Charges: \$1,053.00	23b. Ineligible monthly amt.: \$.00
23c. Eligible monthly amt.: \$1,053.00	23d. Number of months of service: 12
23e. Annual pre-discount amount for eligible recurring charges (23c x 23d): \$12,636.00	
23f. Annual non-recurring (one-time) charges: \$6,040.00	23g. Ineligible non-recurring amt.: \$.00
23h. Annual pre-discount amount for eligible non-recurring charges (23f - 23g): \$6,040.00	
23i. Total program year pre-discount amount (23e + 23h): \$18,676.00	
23j. % discount (from Block 4): 90	
23k. Funding Commitment Request (23i x 23j): \$16,808.40	

FRN: 1131556 FCDL Date:	
11. Category of Service: Telecommunications Service	12. 470 Application Number: 114490000470468
13. SPIN: 143012431	14. Service Provider Name: Puerto Rico Telephone Company, Inc.
15. Contract Number: T	16. Billing Account Number: 787-769- 6284
17. Allowable Contract Date: 01/01/2004	18. Contract Award Date:
19a. Service Start Date: 07/01/2004	19b. Service End Date: 06/30/2005
20. Contract Expiration Date:	
21. Attachment #: 1	22. Block 4 Entity Number: 200448
23a. Monthly Charges: \$750.00	23b. Ineligible monthly amt.: \$.00
23c. Eligible monthly amt.: \$750.00	23d. Number of months of service: 12
23e. Annual pre-discount amount for eligible recurring charges (23c x 23d): \$9,000.00	
23f. Annual non-recurring (one-time) charges: \$.00	23g. Ineligible non-recurring amt.: \$.00
23h. Annual pre-discount amount for eligible non-recurring charges (23f - 23g): \$.00	

00.00

23i. Total program year pre-discount amount (23e + 23h): \$9,000.00

23j. % discount (from Block 4): 90

23k. Funding Commitment Request (23i x 23j): \$8,100.00

Block 6: Certifications and Signature

24a. Schools: Y

24b. Libraries or Library Consortia: N

26a. Individual Technology Plan: N

26b. Higher-Level Technology Plan(s): Y

26c. No Technology Plan Needed:

27a. Approved Technology Plan(s): Y

27b. State Approved Technology Plan: N

27c. No Technology Plan Needed:

36. Printed Name of Authorized Person: MARY ANN CARRILLO

37. Title or Position of Authorized Person: DIRECTOR

**38a. Address: CALLE DEMETRIO O'DALY
COUNTRY CLUB**

City: RIO PIEDRAS State: PR Zip: 00924

38b. Telephone Number of Authorized Person: (787) 769-6284 ext.

38c. Fax Number of Authorized Person: (787) 750 - 7805

38d. Email address of Authorized Person:

[Refresh Page](#)

[Close Print Preview](#)



Universal Service Administrative Company
Schools & Libraries Division

**E-RATE SELECTIVE REVIEW INFORMATION REQUEST
FUNDING YEAR 2004**

CASE # SR-2004-200448

To:	Madeline Melgen Ed D	From:	Jennifer Hung
Your Phone Number:	787-731-6100	My Phone Number:	973-884-8563
Your Fax Number:	787-731-0000	My Fax Number:	973-599-6515
Entity Name:	Colegio Nuestra Senora de Lourdes	My E-Mail Address:	jhung@sl.universalservice.org
Today's Date:	08/11/2004	Total Pages:	16
PLEASE RESPOND BY:	08/27/2004		
Form 471 Application Number(s):	412391, 412425		

**PLEASE CALL TO CONFIRM THAT
THIS DOCUMENT HAS BEEN RECEIVED IN ITS ENTIRETY.**

Time Sensitive – 14-Day Response Expected

It is important that we receive all of the information requested within 14 calendar days of the date of this document so that we may complete our review of your funding request(s).

Who can respond to this request for information

This document requests information that must be provided by the applicant, or by the applicant's authorized representative. If the applicant is responding to this document, it must return the enclosed certification (Fax Back Page 4) to the Schools and Libraries Division (SLD) along with the requested material. If the applicant's authorized representative is responding to this document, the authorized representative must sign and return (1) the enclosed certification to SLD along with the requested material AND (2) a letter of agency or other agreement between the applicant and consultant authorizing them to act on the school or library's behalf.

How to respond

Please send your responses to the questions outlined on the following pages to:

Via Fax:	Via Expedited Mail:	Via email:
Jennifer Hung PIA Selective Review 973-599-6515	Jennifer Hung SLD 80 S. Jefferson Road Whippany, NJ 07981	jhung@sl.universalservice.org

Thank you for your assistance as we work to assure the integrity of the Schools and Libraries Universal Service Support Mechanism. It is important that we receive all of the information requested within 14 calendar days. A checklist of the items requested in this document is included on Fax Back Page 4.

If you have any questions with regard to this request or these worksheets, please contact the reviewer at the phone number or email address listed above.

Dear E-Rate Applicant:

In order to ensure that applicants are following certain FCC rules relating to certification statements and competitive bidding processes, you have been selected for a two-part review (Selective Review). We are seeking information about (1) your competitive bidding and vendor selection processes, and (2) information to support the certification you made on FCC Form 471, Item 25, that you have secured access to all of the necessary resources to make effective use of the requested products and services.

Both parts of the Selective Review take place at the billed entity level. An entity is considered a "billed entity" if it is responsible for making payments directly to a service provider. An entity that receives a bill, but does not make payments to the service provider on that bill, is not a billed entity. We will be requesting, and looking at information for ALL Form(s) 471 filed for the 2004-2005 funding year (Funding Year 2004) that were filed by the billed entity listed on the cover page of this document. Please notify us if you have additional Form(s) 471 for your billed entity number that we have not listed. The review will include those as well. It is important that you identify these additional applications at this time. Failure to do so may delay or jeopardize funding commitments and/or post-commitment disbursements. In addition, it may also result in future adjustments to any commitments that you may receive from us, or other action.

Part I: Information Regarding the Competitive Bidding Process and Vendor Selection

For each of the following items we have outlined the requested documentation you will need to supply. Please provide the information by funding request number (FRN) unless otherwise indicated. In the event that a document (e.g., contract, RFP, bid response, etc.) applies to multiple FRNs, simply indicate which FRNs the document supports on the first page of the document. If for any reason you do not have any of the documentation requested below, you **MUST** explain why.

Special Note Regarding State Master Contracts (SMC):

Remember that the filer of the Form 470 – whether state or applicant – must comply with all FCC requirements and local and state procurement laws, and that applicants must follow the applicable provisions of the State Master Contract and local and state procurement laws.

If you are procuring goods or services off a State Master Contract, and the state filed a Form 470 that lead to the award of that State Master Contract, you do not need to provide the competitive bidding and vendor selection documentation. If this is the case for some or all of your FRNs, please indicate such on your response. If, however, you filed one or more Forms 470 and then used the State Master Contract as a bid response, you must provide full documentation about your competitive bidding process and vendor selection.

Finally, note that that the State Master Contract in all of the following cases fulfills the FCC signed contract requirement, and it is not necessary for you to submit a copy of the State Master Contract with your response.

1) Requests for Proposal (RFP)

- a) Copies of any and all requests for proposals (RFPs), invitation to bid, request for bids, or other documentation of bid requests for services and/or products requested, or other solicitations in any way associated with the applicant's funding request(s) and/or the selection of the service provider(s) that appear(s) on the applicant's funding request(s). Be sure to include any and all amendments made to the original RFP.
- b) You do not need to provide copies of FCC Form(s) 470 that were posted to the SLD website.
- c) If RFPs, etc., are not provided, please explain why you have not provided them.

2) Bid Responses

- a) Complete copies of any and all proposals, bid responses, etc., received in response to the Form 470, and/or any RFP, or other solicitation in any way associated with the applicant's funding request and/or with the selection of the service provider that appears on the applicant's funding requests. Again, this information should be provided for all funding requests including tariff, month-to-month and contracted services.

3) Vendor Selection Process

- a) How many bids were received for each FRN Telecommunications, Internet Access and Internal Connections)?
- b) Complete documentation indicating how and why you selected your service provider(s). This documentation should include:
 - i) a description of your evaluation process,
 - ii) the factors you used to determine the winning bid, and
 - iii) attendance sheets for any meetings regarding the Form 470 and/or RFP or other solicitation vehicles.
- c) If more than one factor was used in the evaluation process to determine the winning bid(s) please indicate how those factors were weighted (points or percentage) in the evaluation process.

4) Contracts and/or other agreements

- a) Signed and dated copies of any and all agreements related to each of the Form 471 funding request(s), including any and all contracts, agreements, Statements of Work, etc., and any and all agreements between the applicant and the service provider related in any way to the applicant's funding request and/or provision of E-rate related services.
- b) If the price on the contract is different from the pre-discount price on your Form(s) 471, please explain the difference and account for the difference. (For example, if the dollar amount on the contract is higher than the dollar amount on your Form(s) 471, indicate which services have been removed, if that is the case. If the dollar amount on the contract is lower than the dollar amount on your Form(s) 471, explain why).
- c) If the contract referenced on a particular funding request is a state master contract, please indicate that. There is no need to provide us with the state master contract.
- d) If contracts, etc., are not provided, please explain why you have not provided them.

5) Consulting Agreements

- a) Please provide a complete copy of any consulting agreement(s) relating to the planning, implementation, and support of your E-rate funding request(s). If consulting agreement(s) were not used please indicate as such.

6) Correspondence (Email, phone logs, etc.)

- a) Please provide a copy of all correspondence between your entity and any service providers or consultants regarding the competitive bidding process and the application process.

If there is any other documentation that would be helpful to us in our review to ensure that you complied with the Commission's rules requiring a fair and open competitive bidding process, please provide that as well.

Part II: Information Regarding Your Item 25 Certification

Overview

To ensure that E-Rate funds are allocated appropriately, and in accordance with FCC Orders, each applicant is required to certify in Item 25 of the Form(s) 471 that: "The school(s) or library(ies) I represent have secured access to all the resources, including computers, training, software, maintenance, and electrical connections necessary to make effective use of the services purchased as well as to pay the discounted charges for eligible services." The Item 25 Certification review also looks at the applicant's ability to pay for its share of E-rate funding. In the course of the Item 25 Certification review we will ask for:

- documentation of your ability to pay for your share of E-Rate discounts and estimates of non-E-Rate eligible resources that you might use to meet this certification.
- your estimates of hardware, software, professional development, retrofitting, and maintenance investments that might not be E-Rate eligible, but are necessary to make effective use of the E-Rate discounts you have requested.
- a copy of the technology plan that supports your Funding Year 2004 (July 1, 2004 through June 30, 2005) funding requests.
- an estimate of the technology level of all schools or libraries within your organization following E-Rate.

If you identified additional application(s) not listed on the cover page of this document, you will also need to make an adjustment to the amounts we listed in the *Item 25 Worksheet Summary* Sections I-A and I-B. Please make the adjustment on the worksheet, initial it, and explain the adjustment when you return that worksheet.

Instructions for Completing the Item 25 Worksheet Summary: Fax Back Page 1

The *Item 25 Worksheet Summary: Fax Back Page 1* can be found on page 13 of this document.

These instructions go with pages 12, 13, and 14 of this document. They are meant to help you complete and return those pages, and the necessary documentation noted below.

Special note to Consortium applicants: You have an option to provide us with the information requested below for the overall Consortium, or on a disaggregated basis with information pertaining to each individual entity listed on the Form(s) 471 Block 4 Worksheet C.

We understand that some consortia applicants do not collect the information requested in Sections I-VI below on a consortium basis. Therefore, you have the option of providing us with the requested information on a disaggregated basis. To do so, please make one copy of the *Item 25 Worksheet Summary: Fax Back Page 1* for each Block 4, Worksheet C entity (usually a school or library district). Be sure to complete the section at the very bottom of that page that identifies the entity. Note that in order to use this disaggregate method, you will also need to take the dollars that we have entered in to Section I-B and apportion them appropriately to each Block 4, Worksheet C entity.

Please also note that the FCC held in *Central Minnesota Computing Center (DA 01-776)* that consortium applicants must be able to provide information supporting the Item 25 certification for all of the members of their consortium, even if the resources are not under the direct control, or the responsibility, of the consortium leader.

Please contact the Selective Review team if you need further assistance in responding to this request on a disaggregated basis.

Section I: Connectivity

Subsection I-A. Commitment Amount Requested

We have looked at the Form(s) 471 that you filed for Funding Year 2004. We combined the commitment amounts that you requested on those Form(s) 471, by service category (the amount(s) from Form(s) 471, Block 5, Item 23k). We placed those sums next to the respective service category(ies) in Section IA, lines 1, 2, and 3 on the *Item 25 Worksheet Summary: Fax Back Page 1*. Please verify that these are the correct sums of the funding request amounts.

If your Funding Year 2004 Form(s) 471 contain duplication to account for Funding Year 2003 funding uncertainties and you do not see that duplication accounted for (i.e., the duplication removed) in the numbers in Sections I-A and I-B, please note that and provide an explanation.

As noted above, this part of the review is based on your ability to pay the non-discounted portion of the funding that you requested on your Form(s) 471. Therefore, unless and until certain FRNs are determined to be non-fundable (e.g., the funding cap prevents funding certain requests), we are asking to see that you have budgeted for all the requests that you listed on all Funding Year 2004 Form(s) 471 that you filed for your billed entity.

Also note that if you have identified Form(s) 471, in addition to those listed on the cover page of this document, please (1) make the necessary adjustments to Subsections I-A and I-B to accurately reflect all Form(s) 471 filed by your billed entity, (2) initial it, and (3) explain the adjustment when you return the worksheet.

Subsection I-B. Form 471 Applicant's Share

In Section I-B of the *Item 25 Worksheet* you are being asked to document the funds you have available to pay for the discounted charges on eligible services. These are funds for paying your share of telecommunications services, Internet access, or internal connections costs after the discount has been applied. The FCC intentionally requires applicants to pay for a portion of their services in order to encourage cost-effective practices. For further information on your obligation to pay this amount, please see "Obligation to Pay Non-Discount Portion" in the Reference Section of the SLD website at www.sl.universalservice.org. Remember that the funds to pay for your share of the E-rate cannot come directly or indirectly from your service provider.

We combined the "applicant share" of the amounts that you requested on Funding Year 2004 Form(s) 471, by service category. The applicant share is also known as the "non-discounted amount," that is, the amount that FCC rules require the applicant to pay. We placed those sums next to the respective service category(ies) in Section I-B line numbers 5, 6, and 7 on the *Item 25 Worksheet Summary: Fax Back Page 1*. Please verify that these are the correct sums of your share of the charges.

For Section I-B of the worksheet, please include the relevant pages of your approved 2004-2005 operating or facilities budget; that is to say, the pages that document your ability to pay your share of the purchased products/services, and the pages that document your revenue. This should include not only the budget line items that you will be referencing, but also a high level summary of your overall operating budget (e.g. total revenues and total expenses). To allow us to conduct our review, please be sure ALL of the following are included on the budget that you fax and/or send to us:

- The name of the entity to which the budget applies (Is it for a school? For a district? For one library outlet? For a library district? For a municipality?)
- The time frame that the budget covers, including a starting date and ending date (e.g., July 1, 2004-June 30, 2005)
- Both revenue and expense line items
- Place an arrow next to each fund/budget line, on BOTH the revenue and expense side of your budget, showing where you have allocated the necessary dollars for your share of E-rate. Please write the specific amount that will come from each fund/budget line. For example, if budget line A0002 contains \$200,000 and \$100,000 will be used to pay your share of E-rate, then please draw an arrow to it and write "E-rate, \$100,000".

Please explain any discrepancies between the Form 471 Applicant Share (Section I-B of the *Item 25 Worksheet Summary: Fax Back Page 1*) and the dollars you identified on the budget that you provide. Failure to do so could delay or jeopardize the processing of your funding.

Also in this section, please provide an explanation of how any budget deficits, state-funding cuts, fund-raising effort shortfalls or other uncertainties will be addressed. Particularly we are looking for assurances that such cuts or shortcomings will NOT result in cutting the financial resources that are budgeted for your applicant share. If they will, we seek assurances, which we may later verify, that an FCC Form 500 would be filed to reduce the funding requests accordingly.

Note: If you provide a final approved budget, we may verify that budget with independent sources.

Alternatives to an approved budget:

If a final, approved budget is not available or is still in the approval process, we will accept certain alternative documentation as delineated below. A letter signed by a school or library official (e.g., superintendent, board president, chief business officer) must accompany the document(s).

The letter should explain (1) what phase of the approval process you are in, (2) whether your share of funding is contingent on any outside action (e.g., voter approval, board approval, state legislation, etc.) and (3) whether in the absence of such outside approval, you anticipate being able to meet your share. Please make sure that the letter identifies the specific amount that you will have available to pay your share. For example, if you have \$100,000 allocated in your budget, make sure that is noted in the letter.

In addition to the letter, we require one of the following items:

- A draft budget for 2004-2005 to include ALL of the following:
 - The name of the entity to which the budget applies (Is it for a school? For a district? For one library outlet? For a library district? For a municipality?)
 - The time frame that the budget covers, including a starting date and ending date (e.g., July 1, 2004-June 30, 2005)
 - Both revenues and expense line items.
 - Place an arrow next to each fund/budget line, on BOTH the revenue and expense side, showing where you have allocated the necessary dollars for your share of E-rate. Please write the specific amount that will come from each fund/budget line. For example, if budget line A0002 contains \$200,000 and \$100,000 will be used to pay your share of E-rate, then please draw an arrow to it and write "E-rate, \$100,000".
- A resolution of a governing Board authorizing the filing of the Form(s) 471 for a given dollar amount, for given services and/or products, and within a given timeframe. For us to consider such a resolution sufficient evidence that your entity has provided for payment of your share of E-rate, the resolution should specify the funding year, the fiscal year, or the school year during which the payment is authorized.
- A signed commitment letter to the applicant from the donor (e.g. school or library foundation), if donations (or other dollars from any contributor) are a source of funding. The letter MUST specify (1) the level and commitment of funds or other resources; (2) the timing of the delivery of such resources, along with a dispositive indication that the resources are for E-rate supported products/services or for items needed to effectively use the discounted services. (The indication as to the use of the resources might come from the donor or be reflected in a Board resolution committing donations to E-rate related purposes.) While your service provider may assist you in locating bona-fide grants, the grants or outside funding organizations must be independent of the service provider.

Subsection I-C. Amounts not covered by E-rate

In Section I-C of the *Item 25 Worksheet* you are asked to indicate the total amount of money that you will pay during Funding Year 2004 for E-Rate eligible products/services for which you are NOT requesting E-Rate funding.

- Separate the services/products into their respective service categories (telecommunications, Internet access and internal connections) and total the results of each category.
- Enter these amounts in the *Item 25 Worksheet Summary*, Section I-C in the respective service category (Numbers 9, 10, 11).
- Sum items I-C, 9 through 11 and enter this amount in #12.

Sections II through VI: Hardware, Professional Development, Software, Retrofitting and Maintenance

For Sections II through VI of the worksheet, you will be asked for investment amounts in these areas for the prior Funding Year 2003 (2003-2004) and also for the investment that coincides with Funding Year 2004 (2004-2005). It is not initially necessary to document your estimates. However, in the event of a future audit, or depending on the results of our analysis, you may be asked to provide additional documentation to clarify or substantiate your estimates.

For Sections II through VI (Hardware, Software, Professional Development, Retrofitting, and Maintenance), Securing access to necessary resources for non-eligible products and services does not mean that all resources to support the purchased services must be paid for out of current year funds. Therefore, if you can demonstrate that the computers are in place, the training has occurred, or the electrical system has been upgraded as a result of investments in previous years, then those resources are available to support the purchased services. You may attach a page to the worksheet, or cross-reference the technology plan you have provided, to document that these resources are available. You may also estimate the value of donations and in-kind contributions on the worksheet, and include these values in the subtotals for each section. These can be listed on the line marked "Contributions/In Kind" for each section.

If you have submitted your E-Rate request on behalf of a school system, a library system, or a consortium, your response on these worksheets should represent the total of all of the resources available in all of the eligible entities covered by your request. For example, you would include your estimate of all of the networked computers in your school district or library system buildings that will be covered by your funding request. If, as an applicant, you have submitted multiple Form(s) 471, a single worksheet should be used to summarize the total requests for all of your Form(s) 471, and the total resources that are available to support those requests. The exception to using a single worksheet is if you are a Consortium applicant and you decide to use the disaggregate method for demonstrating compliance with your Item 25 Certification. (See the description in the box on page 4.)

Section II: Hardware

Hardware includes computers, printers, fax machines, video equipment, scanners, CD-ROM drives, servers, etc., that are used to support and improve education or library service.

To use telecommunications access effectively for improved education or library service you should have computers that can take advantage of the resources available on the Internet. Legacy equipment (PCs below 486 or Macs below 040 processors) that cannot take full advantage of the Internet should not be included in the hardware available to support purchased services unless they can support text-based browsing (such as Macs with 020 processors or 386 PCs with appropriate software).

- In Section II-A, number 13a, please enter the number of computers connected to the Internet as of today. In number 13b, enter the number of computers scheduled to be connected as of June 30, 2005.
- In Section II-B, number 14a, please enter the number of servers connected to your network as of today. In number 14b, enter the number of servers scheduled to be connected to your network as June 30, 2005.
- In Section II-C, number 15a, please enter the number of data and voice drops that are currently installed as of today. In number 15b, enter the number of data and voice drops that are scheduled to be installed as of June 30, 2005.
- In Section II-D, please estimate your total expenditures for hardware during Funding Year 2003 and Funding Year 2004. Enter these numbers in Section II-D, Numbers 16a and 16b.
- Estimate the value of in-kind hardware donations received last Funding Year 2003 and expected donations in Funding Year 2004. Enter these numbers in Section II-E, numbers 17a and 17b.
- Add 16a and 17a. Enter the sum in 18a.
- Add 16b and 17b. Enter the sum in 18b.

If you have made a significant investment in technology prior to Funding Year 2003, please summarize the resources that are already in place in the section titled, *Resource Plan: Fax Back Page 2*. Please also describe any other resources to support this area that are not represented on the *Item 25 Worksheet*, but of which we should be aware. If you have applied for matching funds or grants from other sources that have not yet been approved, please note that as well.

Section III: Professional Development

Professional Development, which is not eligible for E-rate discounts, is necessary to ensure that you are prepared to make effective use of purchased services. Professional development should provide for ongoing and sustained training for not just the technical staff, but teachers or librarians as well.

Your budget should provide for professional development that goes beyond the acquisition of generic computer skills to include mastery of technology applications specifically designed to improve teaching, learning or library service. Training that is limited to the acquisition of basic computer skills is not sufficient. Training should be coordinated with the availability of appropriate technology in the school, classroom, or library.

The following are possible professional development costs that might have been incurred by your organization: seminars and conferences; faculty hired to conduct in-service or on-site training; technology related courses attended by your staff and paid for by your organization; books and other instructional materials; and full time professional development staff. Peer tutoring and peer monitoring is another method for delivering training, and you may include this in your estimate of Professional Development Contributions and in-kind donations. However, for these purposes, please do not include any non-technology course costs.

- Estimate the percent of your instructional or library service staff that have been trained to use technology to improve education or library services and list the results in Section III-A Staff Training Hours (the combined total should equal 100%). Please note that here we are looking for the CURRENT percentages of teacher or librarian training.

- Estimate the value of your professional development expenditures for Funding Year 2003 and Funding Year 2004. Enter these numbers in 20a and 20b.
- Estimate any in-kind or pro-bono professional development received in Funding Year 2003 and any anticipated during Funding Year 2004. Enter these numbers in 21a and 21b.
- Add 20a and 21a. Place the sum in 22a.
- Add 20b and 21b. Place the sum in 22b.

If you have made a significant investment in professional development prior to Funding Year 2003 please summarize these resources in the section titled, *Resource Plan: Fax Back Page 2*. Please also describe any other resources to support this area that are not represented on the *Item 25 Worksheet*, but of which we should be aware. If you have applied for matching funds or grants from other sources that have not been approved yet, please note that as well.

Section IV: Software

Some software (such as productivity tools, curriculum software, library content, etc.) is not eligible for discounts, but is necessary to make effective use of the purchased services. (Software to operate a network server is eligible and would be included in Connectivity above).

- Estimate the value of your software expenditures for Funding Year 2003 and Funding Year 2004. Enter these numbers in 23a and 23b.
- Estimate any in-kind contributions of software products received during Funding Year 2003 and any anticipated contributions during Funding Year 2004. Enter these numbers in 24a and 24b.
- Add 23a and 24a. Place the sum in 25a.
- Add 23b and 24b. Place the sum in 25b.

If you have made a significant investment in software prior to Funding Year 2003, please summarize these resources that are already in place in the section titled, *Resource Plan: Fax Back Page 2*. Please also describe any other resources to support this area that are not represented on the *Item 25 Worksheet*, but of which we should be aware. If you have applied for matching funds or grants from other sources that have not been approved yet, please note that as well.

Section V: Retrofitting

Retrofitting that may be necessary to make effective use of purchased services is not eligible for E-rate discounts, but it is necessary to make effective use of the purchased services. **Retrofitting includes electrical wiring, asbestos removal, building modifications, renovations and repairs necessary to use the requested E-rate products and services.** Retrofitting is not the costs that you incurred to upgrade your computer wiring or network hardware.

- Estimate your retrofitting investment during Funding Year 2003 and your anticipated investment for Funding Year 2004. Enter these numbers in 26a and 26b.
- Estimate any in-kind or pro-bono work in the area of retrofitting received during Funding Year 2003 or any anticipated during Funding Year 2004. Enter these numbers in 27a and 27b.
- Add 26a and 27a. Place the sum in 28a.

- Add 26b and 27b. Place the sum in 28b.

If you have made a significant investment in retrofitting prior to Funding Year 2003, please summarize these resources that are already in place in the section titled, *Resource Plan: Fax Back Page 2*. Please also describe any other resources to support this area that are not represented on the *Item 25 Worksheet*, but of which we should be aware. If you have applied for matching funds or grants from other sources that have not been approved yet, please note that as well.

Section VI: Maintenance

Systems maintenance and operations costs for ineligible hardware and software, and salaries of staff are ineligible for E-rate discounts. Nevertheless, they are necessary to make effective use of the purchased services (maintenance costs for E-rate eligible equipment and services; that do not include applicant staff salaries, should be included in Connectivity above).

- Estimate your expenditures for systems maintenance and operations in Funding Year 2003 and your anticipated expenditures in Funding Year 2004. Place these numbers in 29a and 29b.
- Estimate any pro-bono maintenance or the value of donated time for maintenance during Funding Year 2003 and any anticipated during Funding Year 2004. Place these numbers in 30a and 30b.
- Add 29a and 30a. Place the sum in 31a.
- Add 29b and 30b. Place the sum in 31b

If you have made a significant investment in maintenance and operations prior to Funding Year 2003, please summarize these resources that are already in place in the section titled, *Resource Plan: Fax Back Page 2*. Please also describe any other resources to support this area that are not represented on the *Item 25 Worksheet*, but of which we should be aware. If you have applied for matching funds or grants from other sources that have not been approved yet, please note that as well.

Technology Plan

Please include a copy of your technology plan that supports your funding requests made in Funding Year 2004. Your technology plan helps us better understand the resources that are available to support the funding requests that you have submitted on your Form(s) 471.

Technology Implementation Level Worksheet

- In column A, list the number of schools or libraries that currently fall into the technology levels described below.
- In column B, indicate where you anticipate your schools/libraries to be as a result of the technology requests you made on your Funding Year 2004 Form(s) 471.

If you are responding on behalf of a consortium, a school district or a library system that has schools or libraries (outlets/branches) at different levels, please list the number of sites that are at each level.

Please list the <i>number</i> of schools and libraries that are currently and <i>will be</i> at each level <i>after</i> the requested services are installed.		(A)	(B)
		Current Number of Schools/Libraries	After 2004-2005 E-rate products/services are installed number of Schools/Libraries
Level 1	Phone Service, and Single Point Internet Access		
		Enter the above number in "Level 1 current:" on the bottom of Fax Back Page 1.	Enter the above number in "Level 1 by 6/30/05:" on the bottom of Fax Back Page 1.
Level 2	Phone Service, and multiple computers connected directly to the Internet in a networked lab or single location in a library.		
		Enter the above number in "Level 2 current:" on the bottom of Fax Back Page 1.	Enter the above number in "Level 2 by 6/30/05:" on the bottom of Fax Back Page 1.
Level 3	Phone Service, and direct Internet connection on building LAN with some classrooms networked or distributed centers in a library.		
		Enter the above number in "Level 3 current:" on the bottom of Fax Back Page 1.	Enter the above number in "Level 3 by 6/30/05:" on the bottom of Fax Back Page 1.
Level 4	Phone Service, and direct Internet connection on building LAN with access from all classrooms or library centers.		
		Enter the above number in "Level 4 current:" on the bottom of Fax Back Page 1.	Enter the above number in "Level 4 by 6/30/05:" on the bottom of Fax Back Page 1.

ITEM 25 WORKSHEET SUMMARY: FAX BACK PAGE 1

Item 25 Worksheet Summary		Funding Year 2003 (07/01/03-06/30/04)	Funding Year 2004 (07/01/04-06/30/05)
Please Add Subtotals of Sections I through VI			
Section I: Connectivity			
I-A. Commitment Amount Requested			
• Telecom	1	\$8,100.00	
• Internet Access	2	\$16,808.40	
• Internal Connections	3	\$10,995.30	
Total of Funding Requests (I-A)	4	\$35,903.70	
I-B. Form 471 Applicant's Share			
• Telecom	5	\$900.00	
• Internet Access	6	\$1,867.60	
• Internal Connections	7	\$1,221.70	
Total of Applicant Share (I-B)	8	\$3,989.30	
I-C. Amounts not covered by E-Rate			
• Telecom	9	\$	
• Internet Access	10	\$	
• Internal Connections	11	\$	
Total of Amounts Not Covered (I-C)	12	\$	
Total Connectivity (I-A + I-B + I-C)		\$	
Section II: Hardware			
II-A. Number of Computers Connected	13a. #	1	13b. #
II-B. Number of Servers Connected	14a. #	1	14b. #
II-C. Number of Data/Voice Drops Installed	15a. #	10	15b. #
II-D. Applicant Expenditure	16a. \$	3,050.00	16b. \$
II-E. Contribution / In-Kind Donations	17a. \$	6,553.20	17b. \$
Total Hardware (II-D + II-E)	18a. \$		18b. \$
Section III: Professional Development			
III-A. Staff Training Hours (Total 100%):			
0-5 Hrs. ___ % 5-15 Hrs. <u>60</u> % 15-25 Hrs. <u>35</u> % 25-50 Hrs. <u>5</u> % 50+ Hrs. ___ %			
III-B. Applicant Expenditure	20a. \$	-	20b. \$
III-C. Contribution / In-Kind Donations	21a. \$	1,000.00	21b. \$
Total Professional Development (III-B + III-C)	22a. \$	1,000.00	22b. \$
Section IV: Software			
IV-A. Applicant Expenditure	23a. \$	-	23b. \$
IV-B. Contribution / In-Kind Donations	24a. \$	2,050.00	24b. \$
Total Software (IV-A + IV-B)	25a. \$	2,050.00	25b. \$
Section V: Retrofitting			
V-A. Applicant Expenditure	26a. \$	40,000.00	26b. \$
V-B. Contribution / In-Kind Donations	27a. \$	-	27b. \$
Total Retrofitting (V-A + V-B)	28a. \$	40,000.00	28b. \$
Section VI: Maintenance			
VI-A. Applicant Expenditure	29a. \$	8,840.00	29b. \$
VI-B. Contribution / In-Kind Donations	30a. \$	-	30b. \$
Total Maintenance (VI-A + VI-B)	31a. \$	8,840.00	31b. \$
Total of E-Rate Initiative (Total of Section I to VI)	32a. \$		32b. \$

Technology Implementation Level (Enter Number of schools/libraries at each level from worksheet)

Level 1 current: Level 2 current: Level 3 current: Level 4 current:

Level 1 by 6/30/05: Level 2 by 6/30/05: Level 3 by 6/30/05: Level 4 by 6/30/05:

For Consortium applicants choosing to provide a response on a disaggregated basis:	
Block 4 Entity Name: _____	Entity Number: _____
Item 25 Worksheet Summary page: _____ of _____	

Resource Plans and Investments: On this worksheet you are asked to estimate any relevant investments in the resources you need to make effective use of requested E-rate services that happened prior to Funding Year 2003 covered on the *Item 25 Worksheet Summary: Fax Back Page 1* as well as any other resources that are available to you but which are not represented on the *Item 25 Worksheet*. Please use this space, or attach an additional page, to provide narrative information about both your plans and strategies for securing the necessary resources to make effective use of the requested services and previous years' investments in technology. You may use the space below to cross reference sections of your approved technology plan, your budget, or other relevant documentation. If you have made a significant investment in technology prior to Funding Year 2003, please summarize these resources that are already in place. If you have applied for matching funds or grants from other sources that have not been approved yet, please note it. Include all information about resources that you have available to make effective use of E-rate funding.

[illegible]

E-RATE IMPLEMENTATION DESCRIPTION: FAX BACK PAGE 3

E-rate Implementation: On this worksheet please describe your overall strategy for implementing your E-rate requests this year, noting especially any differences if not all of your facilities are at the same technology implementation level. Please give us an overall picture of what you are trying to accomplish so that we can better understand how the requested services will work in conjunction with the resources that you have identified throughout this document.

[illegible]

E-RATE IMPLEMENTATION DESCRIPTION: FAX BACK PAGE 4

Selective Review Information Request Completion Certification

If the applicant's authorized representative completed the information in this document, please attach a copy of the letter of agency or other agreement between the applicant and consultant authorizing them to act on the school or library's behalf. For the purposes of this form, in the Employer's Name field, a consultant should enter the name of his or her consulting firm.

SECTION 1: AUTHORIZED SIGNER INFORMATION		
Name	Title	
Email Address	Telephone Office	Fax
Employer's Name		
Employer's Street Address	State	Zip Code
SECTION 2: APPLICANT INFORMATION		
Billed Entity Name Colegio Nuestra Senora de Lourdes	Billed Entity Number 200448	
Funding Year 2004 Forms 471 Application Numbers 412391, 412425		
SECTION 3: CERTIFICATION STATEMENTS		
<ul style="list-style-type: none">I certify that I prepared the responses in this document on behalf of the above named entity.I certify that despite any budget deficits, fund-raising effort shortfalls, or other uncertainties that the funding source(s) identified for my applicant share of E-rate will not be affected.		
Authorized Signer's Signature	Date	
Authorized School or Library Official's Signature	Date	

Selective Review Information Request Checklist:

Remember to include all of the following in your response:

- ✓ Copies of signed and dated contracts relating to the Form(s) 471 for all contracted services, except those contracts that are state master contracts.
- ✓ Copies of all requests for proposals, etc., where a vehicle other than the Form 470 was used for procurement.
- ✓ Copies of all bids that were received for all funding requests.
- ✓ Complete documentation regarding the process used for selecting your service provider(s).
- ✓ Copies of any consulting agreements.
- ✓ Correspondence between the consultant/service provider and the school/library regarding the competitive bidding process and the application process.
- ✓ Copy of your technology plan that supports your funding request for Funding Year 2004.
- ✓ Fax Back Pages 1-4.
- ✓ Approved operating budget which includes both revenues and expenses or alternative budget documentation.
- ✓ Letter of agency or agreement if responder is authorized representative of the eligible entity, if required.

SUPERINTENDENCIA DE ESCUELAS CATOLICAS

PROGRAMA E-RATE

FAX (787) 272-0771

FACSIMILE TRANSMITTAL SHEET

TO:	Jennifer Hung	FROM:	Marieglorie Zapata
COMPANY:	PIA Selective Review	DATE:	10/18/2004
FAX NUMBER:	1-973-599-6515	TOTAL NO. OF PAGES INCLUDING COVER:	20
PHONE NUMBER:		SENDER'S REFERENCE NUMBER:	
RE:	COLEGIO NUESTRA SEÑORA DE LOURDES	YOUR REFERENCE NUMBER:	

☒ URGENT ☐ FOR REVIEW ☐ PLEASE COMMENT ☐ PLEASE REPLY ☐ PLEASE RECYCLE

NOTES/COMMENTS:

Enclosed are requested documents.

Marieglorie Zapata
E-Rate Administrative Assistant
e-mail: mzapata@escuelascaticas-sj.org

COLEGIO NUESTRA SEÑORA DE LOURDES

1050 Demetrio O'Daly, Country Club
Río Piedras, Puerto Rico 00924
Teléfono: 769-6284

October 8, 2004

TO: **Jennifer Hung**
PIA Selective Review
Universal Service Administrative Company
School & Libraries Division
Fax 973-599-6515

Response to E-Rate Selective Review Information Request Form 471 Applications#
412391, 412425 year 7 (2004-2005).

Information Regarding the Competitive Bidding Process and Vendor Selection:

1. The E-Rate funding procurement process for the **Colegio Nuestra Señora de Lourdes** was conducted by the Consorcio de Colegios Católicos Arquidiócesis de San Juan on behalf of the participating schools, as established in the Consortium's participation agreement. Also, the CCCASJ signed an E-Rate Services Agreement. The school submitted a signed the F-471 as a supplement of the agreement. Copy of the agreement is included in Annex 1.
2. The school as a participant entity of the CCCASJ was part of the procurement process. After publishing the F-470, the vendors that contacted either CCCASJ or the school were invited to evaluate the Technology Plan implementation to gather the information they understood was necessary to confirm their proposals. Copy of the Technology Plan is included in Annex 2. (Will be sent by Fedex)
3. The bids were received by the CCCASJ by Madeline Melgen, Ed.D.
4. The service provider selection was recommended by the Consortium's (CCCASJ) technology committee as part of the advisory services to the consortium's participants. The CCCASJ received the service provider proposals, conducted the evaluation process and recommended a Service Provider to the participants.
5. Copy of the school representation agreement by the CCCASJ is included in Annex 3.
6. Included is the agenda of the meeting for the vendor selection notification for Internal Connections and Dedicated Services of year 7 (2004-2005) for the E-Rate Program. At this meeting the CCCASJ explained the evaluation and selection process to the participants. The written communication between the CCCASJ and the entities that are members of the Consortium is included in Annex 4.


Jennifer Hung

Page -2-

Information Regarding Item 25 Certification

1. Item 25 Worksheet Summary is included as Annex 5.
2. School budget 2004-2005 is included Annex 6.

Cordially,



Mary Ann Carrillo
Director

Annex 1

Service Agreement

Will be send by Fedex
to your attention.

Annex 2

Technology Plan

Was sent by Fedex to
your attention.

C.C.C.A.S.J.



Consorcio Colegios Católicos Arquidiócesis de San Juan

Edificio 2021 Carr. 177 Guaynabo, Puerto Rico 00969-5140
Teléfono (787) 731-6100 Fax (787) 731-0000

Acuerdo de Representación

Este es un acuerdo de representación donde **Colegio Nuestra Señora de Lourdes** solicita al Consorcio de Colegios Católicos de la Arquidiócesis de San Juan (Consorcio) representación y apoyo en los procesos relacionados a la solicitud y utilización de fondos del programa E-Rate que administra el School & Libraries Division (SLD), para el Año 7 (07/01/04 a 06/30/05). Este acuerdo define los términos bajo los cuales el Consorcio ofrecerá dicha representación y asesoramiento. Bajo este acuerdo **Colegio Nuestra Señora de Lourdes** y el Consorcio se comprometen a cumplir con las responsabilidades que a cada uno le corresponden según lo establece el SLD y cualquier otro compromiso o responsabilidad que ambos acuerden deben establecer.

Consorcio:

- ✓ Asesorará a **Colegio Nuestra Señora de Lourdes** en el desarrollo de su Plan de Tecnología que cumpla con los requisitos de SLD (Schools & Libraries Division).
- ✓ El Consorcio en representación de **Colegio Nuestra Señora de Lourdes** publicará la Forma 470 y atenderá los procesos de establecer los requisitos de licitación, recibir y evaluar propuestas de los suplidores.
- ✓ El Consorcio dirigirá los esfuerzos para proveer información al SLD relacionada con los procesos de solicitud y utilización de los fondos E-Rate.
- ✓ El Consorcio se compromete a cumplir con las funciones que le asigna SLD a los consorcios representantes de entidades solicitantes. (Apéndice II)

Colegio/Academia

- ✓ Proporcionará al Consorcio de información necesaria para cumplimentar la solicitud de propuestas, Forma 470.
- ✓ Se compromete a proveer al Consorcio a los suplidores la información que estos solicitan para el proceso de completar sus propuestas.
- ✓ Se compromete a participar en el proceso de someter la Forma 471 y documentos relacionados, respondiendo a las solicitudes de información y firma de acuerdos en las fichas estipuladas.
- ✓ Se compromete a cumplir con los requisitos que establece SLD a las entidades solicitantes (Tabla de cotejo – Apéndice I)

Otros términos y condiciones pueden ser añadidos a este acuerdo, previa aprobación de ambas partes.

Nombre: **Mary Ann Carrillo**

Firma:

Posición: **Director**

Fecha: 5 de noviembre de 2003

Nombre: **Madeline Melgen, Ed.D.**

Firma:

Posición: **Directora del Consorcio**

Fecha: 5 de noviembre de 2003

“Sirviendo a los Colegios Católicos de San Juan”

Annex 4

Bidding Process

Will be send by Fedex
to your attention.

School Name: Colegio Nuestra Señora de Lourdes

ITEM 25 WORKSHEET SUMMARY: FAX BACK PAGE 1

Item 25 Worksheet Summary		Funding Year 6	Funding Year 7
Please add Subtotals of Sections I through VI		(2003-2004)	(2004-2005)
Section I: Connectivity			
I-A. Commitment Amount Requested			
Telecom	1		\$8,100.00
Internet Access	2		\$16,808.40
Internal Connections	3		\$10,995.30
Total of Funding Requests (I-A)	4		\$35,903.70
I-B. Form 471 Applicant's Share			
Telecom	5		\$900.00
Internet Access	6		\$1,867.60
Internal Connections	7		\$1,221.70
Total of Applicant Share (I-B)	8		\$3,989.30
I-C. Amounts not covered by USF Program			
Telecom	9		\$0.00
Internet Access	10		\$0.00
Internal Connections	11		\$0.00
Total of Amounts Not Covered (I-C)	12		\$0.00
Total Connectivity (I-A + I-B + I-C)			\$39,893.00
Section II: Hardware			
II-A. Number of Computers Connected	13a. #	25	13b. # 40
II-B. Number of Servers Connected	14a. #	1	14b. # 1
II-C. Number of Data/Voice Drops Installed	15a. #	10	15b. # 60
II-D. Applicant Expenditure	16a. \$	\$3,050.00	16b. \$ \$165.00
II-E. Contribution / In-Kind Donations	17a. \$	\$6,553.36	17b. \$ \$1,799.85
Total Hardware (II-D + II-E)	18a. \$	\$9,603.36	18b. \$ \$1,964.85
Section III: Professional Development			
III-A. Staff Training Hours (Total 100%):			
0-5 Hrs. ____% 5-15 Hrs. <u>60%</u> 15-25 Hrs. <u>35%</u> 25-50 Hrs. <u>5%</u> 50 + Hrs. ____%			
III-B. Applicant Expenditure	20a. \$	\$0.00	20b. \$ \$0.00
III-C. Contribution / In Kind Donations	21a. \$	\$1,000.00	21b. \$ \$2,500.00
Total Professional Development (III-B + III-C)	22a. \$	\$1,000.00	22b. \$ \$2,500.00
Section IV: Software			
IV-A. Applicant Expenditure	23a. \$	\$0.00	23b. \$ \$0.00
IV-B Contribution / In Kind Donations	24a. \$	\$3,050.00	24b. \$ \$2,850.00
Total Software (IV-A + IV-B)	25a. \$	\$3,050.00	25b. \$ \$2,850.00
Section V: Retrofitting			
V-A. Applicant Expenditure	26a. \$	\$42,996.63	26b. \$ \$35,000.00
V-B Contribution / In Kind Donations	27a. \$	\$0.00	27b. \$ \$0.00
Total Retrofitting (V-A + V-B)	28a. \$	\$42,996.63	28b. \$ \$35,000.00
Section VI: Maintenance			
VI-A. Applicant Expenditure	29a. \$	\$8,840.00	29b. \$ \$9,000.00
VI-B Contribution / In Kind Donations	30a. \$	\$1.00	30b. \$ \$0.00
Total Maintenance (VI-A + VI-B)	31a. \$	\$8,841.00	31b. \$ \$9,000.00
Total of E-Rate Initiative (Total of Section I to VI)	32a. \$	\$65,490.99	32b. \$ \$91,207.85
Technology Implementation Level (Enter Number of schools/libraries at each level from worksheet)			
Level 1 current:	Level 2 current :	Level 3 current: X	Level 4 current:
Level 1 by 6/30/05:	Level 2 by 6/30/05:	Level 3 by 6/30/05: X	Level 4 by 6/30/05:

RESOURCE PLAN: FAX BACK PAGE 2

Resource Plans and Investments: On this worksheet you are asked to estimate any relevant investments in the resources you need to make effective use of requested E-rate services that happened prior to Funding Year 2003 covered on the *Item 25 Worksheet Summary: Fax Back Page 1* as well as any other resources that are available to you but which are not represented on the *Item 25 Worksheet*. Please use this space, or attach an additional page, to provide narrative information about both your plans and strategies for securing the necessary resources to make effective use of the requested services and previous years' investments in technology. You may use the space below to cross reference sections of your approved technology plan, your budget, or other relevant documentation. If you have made a significant investment in technology prior to Funding Year 2003, please summarize these resources that are already in place. If you have applied for matching funds or grants from other sources that have not been approved yet, please note it. Include all information about resources that you have available to make effective use of E-rate funding.

El Colegio Nuestra Señora de Lourdes es una institución sin fines de lucro católica privada que ofrece sus servicios educativos hace más de 40 años en las comunidades de Río Piedras y pueblos limítrofes. Sirve a una población socioeconómica entre clase media a pobre. Actualmente contamos con una matrícula de 875 estudiantes atendidos por una facultad de 55 maestros y aproximadamente 14 personas entre personal administrativo y de apoyo a la docencia. Nuestro colegio se ha unido en consorcio a los Colegios Católicos de la Arquidiócesis de San Juan en proyectos de Título I, Título II, Título IV. Estos proyectos le han permitido participar activamente en la corriente nacional y estatal de reformas educativas frente a los paradigmas docentes y ser partícipe de los procesos de reforma iniciado hace varios años por la Superintendencia de Escuelas Católicas. Por medio del Consorcio nuestros maestros, personal de apoyo a la docencia y administradores se capacitan en los fundamentos docentes de pedagogía y pensamiento crítico.

La meta fundamental de estos programas es el desarrollo óptimo de las capacidades intelectuales y éticas del estudiante de manera que se promueva el aprendizaje auténtico y construcción del conocimiento. Para que esto ocurra, los educadores tienen que contribuir fundamentalmente para promover el desarrollo de seres humanos que piensen críticamente y actúen moralmente por el bien común de la sociedad. Siguiendo los paradigmas de el proceso de enseñanza - aprendizaje según establece Título II; se requiere la transformación del currículo tradicional y del sistema de biblioteca como centros ágiles de información e interactivos donde se utilice la tecnología más avanzada disponible en la sociedad del nuevo milenio. Nos esforzamos en transformar la sala de clase y la escuela en una comunidad de aprendizaje auténtico y que pueda hacer uso de la tecnología más avanzada promoviendo así los estándares académicos retantes. Desde el 1995 en nuestra institución adoptamos la definición de Educación Tecnológica que se expresa en el "Educational Technology Expert Panel: Exemplary and Promising Educational Technology Programs 2000" ([www. Ed.gov/ pubs/ ed_tech_programs/the_expert_panel.html](http://www.Ed.gov/pubs/ed_tech_programs/the_expert_panel.html)) en que se define educación tecnológica como una variedad de herramientas tecnológicas, en que se incorporan diferentes medios y ambientes para mejorar la educación, estimular la creatividad, la comunicación, los trabajos cooperativos para el desarrollo continuo y utilización del conocimiento y las destrezas.

Esta definición es afín con nuestro modelo de enseñanza de pedagogía crítica. Nuestros esfuerzos de los últimos años se han centrado en la transformación del currículo tradicional y de los centros de información del colegio. Mediante diferentes proyectos presentados y aprobados por el DE en propuestas individuales y colectivas del Consorcio SEC logramos que nuestra Biblioteca José J. Alonso, el Centro de Enriquecimiento Curricular y Recursos Audiovisuales y el Centro de Educación Tecnológica adquirieran equipo tecnológico, audiovisual y la infraestructura necesaria que ha permitido a nuestros diferentes centros diversificar y ampliar sus servicios envolviendo a la comunidad escolar en la más efectiva utilización de los recursos disponibles.

Actualmente tanto estudiantes y profesores integran en las clases el uso de televisores, VCR, radios 'CD-players', computadoras mejorando el proceso de enseñanza-aprendizaje y el aprovechamiento de los estudiantes. Los estudiantes utilizan constantemente las fuentes de información que le brinda "Internet". Esto motivó a que el colegio contratara los servicios de la Compañía Thompson Gale para suministrar el servicio de Infotrack, base de dato que utiliza la U.P.R. para utilizarse en la biblioteca y ampliar nuestro servicio a la comunidad brindándole la oportunidad a toda la comunidad escolar de continuar sus investigaciones en la comodidad del hogar e integrar así a los padres en este proceso también. Consideramos que la administración del colegio y el Programa E-Rate apoyó esta iniciativa desde el principio ya que contamos con su apoyo para alterar, mejorar y adaptar las facilidades físicas de acuerdo a las necesidades tecnológicas. El colegio pareo los fondos federales con las inversiones que hace en la planta física, seguros, personal, etc. Los proyectos de los últimos años en nuestro colegio han permitido que mejore la calidad de educación de los estudiantes. Mediante estos proyectos tanto estudiantes como profesores mejoraron sus destrezas tecnológicas y de investigación así como las demandas por más tecnología.

E-rate Implementation: On this worksheet please describe your overall strategy for implementing your E-rate requests this year, noting especially any differences if not all of your facilities are at the same technology implementation level. Please give us an overall picture of what you are trying to accomplish so that we can better understand how the requested services will work in conjunction with the resources that you have identified throughout this document.

E-rate Implementation: On this worksheet please describe your overall strategy for implementing your E-rate requests this year, noting especially any differences if not all of your facilities are at the same technology implementation level. Please give us an overall picture of what you are trying to accomplish so that we can better understand how the requested services will work in conjunction with the resources that you have identified throughout this document.

[illegible]

La iniciativa de E-Rate que tenemos en progreso para el año 2004-2005 es ampliar nuestros servicios a la comunidad escolar actualizando, mejorando y ampliando la infraestructura tecnológica. Esperamos lograr nuestro objetivo reemplazando el server del colegio e instalando 50 nuevos drops en los salones de clases que permitan mejorar e incorporar el acceso del estudiante a recursos tecnológicos que respondan a sus necesidades. La integración de la tecnología en todas las áreas del currículo es una necesidad y nuestros estudiantes deben tener la oportunidad de tener disponible la información. La administración del colegio apoya este esfuerzo e invierte en hacer los cambios estructurales necesarios en la planta física para lograr nuestra meta. A continuación se incluye la tabla con nuestras metas tecnológicas.

INICIATIVAS DEL PLAN TECNOLÓGICO POR AÑO

AÑO	META
2003-2006	Todo estudiante tendrá acceso satisfactorio y conveniente a tecnología apropiada a sus necesidades de aprendizaje.
	Nuestros estudiantes tendrán la oportunidad de usar la tecnología para la solución de problemas, para facilitar la comunicación, para expandir la creatividad y para construir conocimientos a través de un ambiente propicio.
	Asegurar que la infraestructura de la tecnología a ser desarrollada sea lo suficientemente flexible para apoyar los sistemas existentes y para ajustarse a las crecientes necesidades del consorcio.
	Desarrollar política y procedimientos necesarios para mantener los sistemas de computadoras operando efectivamente e informar al personal y estudiantes de las políticas aplicables.
	Los esfuerzos dedicados al desarrollo deben dirigirse a todo el personal en el Consorcio: maestros, administradores y personal de apoyo. Las investigaciones demuestran la necesidad de desarrollo del personal para el uso efectivo de la tecnología.
	Proveer el apoyo técnico, eficiente y oportuno para asegurar la operación de los sistemas instruccionales y administrativos.

Selective Review Information Request Completion Certification

If the applicant's authorized representative completed the information in this document, please attach a copy of the letter of agency or other agreement between the applicant and consultant authorizing them to act on the school or library's behalf. For the purposes of this form, in the Employer's Name field, a consultant should enter the name of his or her consulting firm.

SECTION 1: AUTHORIZED SIGNER INFORMATION			
Name Mary Ann Carrillo		Title Director	
E-mail Address		Telephone Office 787-769-6275 Fax 787-757-1245	
Employer's Name Colegio Nuestra Señora de Lourdes			
Employer's Street Address Calle Demetrio O'daly Country Club, Carolina		State PR	Zip Code 00924
SECTION 2: APPLICANT INFORMATION			
Billed Entity Name Colegio Nuestra Señora de Lourdes		Billed Entity Number 200448	
Funding Year 2004 Forms 471 Application Numbers: 412391, 412425			
SECTION 3: CERTIFICATION STATEMENT			
<p>* I certify that I prepared the responses in this document on behalf of the above named entity.</p> <p>* I certify that despite any budget deficits, fund-raising effort shortfalls, or other uncertainties that the funding sources(s) identified for my applicant share of E-rate will not be affected.</p>			
Authorized Signer's Signature <i>Madelaine Melgarejo, Ed.D.</i>		Date October 15, 2004	
Authorized School Official's Signature <i>Mary Ann Carrillo</i>		Date October 15, 2004	

Selective Review Information Request Checklist:

Remember to include all of the following in your response:

- * Copies of signed and dated contracts relating to the Form (s) 471 for all contracted services, except those contracts that are state master contracts.
- * Copies of all requests for proposals, etc., where a vehicle other than the Form 470 was used for procurement.
- * Copies of all bids that were received for all funding requests.
- * Complete documentation regarding the process used for selecting your service provider(s).
- * Copies of any consulting agreements.
- * Correspondence between the consultant/service provider and the school/library regarding the competitive bidding process and the application process.
- * Copy of your technology plan that supports your funding request for Funding Year 2004.
- * Fax Back Pages 1-4
- * Approved operating budget which includes both revenues and expenses or alternative budget documentation.
- * Letter of agency or agreement if responder is authorized representative of the eligible entity, if required.

06

COL. NTRA. SRA. DE LOURDES

850 <- MATRICULATION EXPECTED

FISCAL YEAR **2004-2005**

ACCT NO.	DESCRIPTION	BUDGET 2003-2004	BUDGET 2004-2005	COMMENTS
	INCOME			
	TUITION			
	PK TO SIXTH GRADE			
	Students 414 X \$ 180 X 10	778,800	745,200	
	7th TO 12th GRADE			
	Students 436 X \$ 200 X 10	699,300	872,000	
3100	TOTAL TUITION	1,478,100	1,617,200	
3110	LATE CHARGES	7,000	10,000	LAST YEAR EXPERIENCE ACTUAL
3120	SUPERVISED STUDIES / DAY CARE	0	0	
	MATRICULATION			
	NEW students _____ X \$ _____	0	0	
	OLD students 850 X \$ 350.00	297,500	297,500	850 STUDENTS AT \$350
3200	TOTAL MATRICULATION	297,500	297,500	
	BUILDING FUND			
	2003 OLD families X \$ _____	0	0	
	2004 NEW families X \$ _____	0	0	INCLUDED IN REGISTRATION FEE (# 3200)
3201	TOTAL BUILDING FUND	0	0	
3413	GUIDANCE TESTING QUOTA	4,900	10,080	\$20 FROM 6 TO 11 AND \$25 FOR 12 (489 STUDENTS)
3441	SUPERINTENDENT OFFICE FEE	0	0	INCLUDED IN REGISTRATION FEE (# 3200)
3442	ARZOBISPADO SUPPORT FEE	0	0	INCLUDED IN REGISTRATION FEE (# 3200)
3454	FIRST COMMUNION FEE	1,800	0	
3510	CAFETERIA INCOME	0	0	
3531	CHOCOLATE SALES	0	0	
3551	SUMMER CLASSES	0	0	
3561	GRADUATION QUOTA	17,500	14,800	\$40 FOR K, AND \$100 FOR 8th AND 12th GRADES
3564	COMPUTER CLASS LAB.	0	0	PARENTS PAY DIRECTLY TO FUTURE KIDS
3565	DONATIONS	0	0	
3571	SPORTS DEPT. INCOME	0	0	
3605	BOOKSTORE / UNIFORM SALES	10,000	14,000	LAST YEAR EXPERIENCE ACTUAL
3710	RENTAL OF FACILITIES	0	0	
3711	CAFETERIA CONCESSION INCOME	0	0	MESS HALL

Annex 6

3712	VENDING MACHINES	0	0	
3715	LIBRARY PHOTOCOPIES	800	1,000	
3720	COMMISSION ON SALE OF TEXTBOOKS	2,500	3,500	CONSIDERED ONCE A YEAR
3735	ENTRANCE EXAMINATION	0	0	
3752	INCOME FROM ACTIVITIES	0	0	
3760	COMMISSION - PORTRAIT PHOTO	1,000	1,000	LAST YEAR EXPERIENCE
3765	TRANSCRIPTION INCOME	1,000	1,000	
3780	MISCELLANEOUS INCOME	0	0	
3810	CHECKING ACCOUNT INTEREST	1,200	1,200	LAST YEAR EXPERIENCE
3820	SAVINGS ACCOUNT INTEREST	0	0	
3830	C/D INTEREST	0	0	
3840	INVESTMENTS INTEREST INCOME	0	0	
	TOTAL INCOME	1,823,300	1,971,280	<i>* E-rate income \$ 3,989.30</i>

EXPENSES**ADM. SALARIES & FRINGES**

4101	SALARIES	90,500	112,728	SEE PAYROLL W/P
4102	SOCIAL SECURITY TAX	6,923	8,624	7.65% OF SALARY
4104	PENSION FUND PLAN	3,620	4,509	4% OF SALARY
4106	XMAS BONUS	1,810	2,255	2% OF SALARY
4108	ATTENDANCE BONUS	1,000	1,800	HEAD COUNT X \$150 / TWICE A YEAR
4109	SINOT	199	248	.22% OF ADM. SALARIES (REL. NOT INCL.)
4110	HEALTH INSURANCE	1,800	871	ONE EMPLOYEE X \$72.62 FOR 12 MONTHS
4115	STATE INSURANCE FUND	905	1,071	LAST YEAR PAYMENT DIV. BETWEEN ADM. & INS.
4118	LIFE INSURANCE	0	0	
	TOTAL ADM. SAL. & FRINGES	106,757	132,106	

INSTRUCTIONAL SAL. & FRINGES

4201	SALARIES	910,666	950,186	SEE PAYROLL WORKING PAPERS (REL. INCL.)
4202	SOCIAL SECURITY TAX	69,666	72,689	7.65% OF SALARY
4204	PENSION FUND PLAN	36,427	38,007	4% OF SALARY
4206	XMAS BONUS	18,213	19,004	2% OF SALARY
4208	ATTENDANCE BONUS	22,200	23,700	HEAD COUNT X \$150 / TWICE A YEAR
4209	SINOT	2,003	2,090	.22% OF INSTRUCTIONAL SALARIES
4210	HEALTH INSURANCE	15,000	21,786	25 EMPLOYEES X \$72.62 FOR 12 MONTHS
4215	STATE INSURANCE FUND	9,107	9,027	LAST YEAR PAYMENT DIV. BETWEEN ADM. & INS.
4218	LIFE INSURANCE	0	0	
	TOTAL INST. SAL. & FRINGES	1,083,282	1,136,489	

ADMINISTRATIVE EXPENSES

4301	RELIGIOUS SALARIES	39,600	42,000	SISTER ANA MARIA & SISTER ANA ROSA + P. QUIN.
4303	E' RATE EXPENSES	24,000	24,000	INTERNET ACCESS <i>* E-rate expense</i>
4304	LEGAL FEES	1,730	1,700	850 STUDENTS X \$2 <i>\$ 3,989.30</i>

4305	OFFICE SUPPLIES	4,500	3,000	LAST YEAR EXPERIENCE ACTUAL
4306	POSTAGE	500	500	LAST YEAR EXPERIENCE
4307	COMPUTER SUPPLIES EXPENSE	2,000	7,500	
4308	PUBLIC RELATIONS	500	500	LAST YEAR EXPERIENCE
4309	ADVERTISING	2,500	1,500	LAST YEAR EXPERIENCE ACTUAL
4310	SEMINARS & CONVENTIONS	3,200	3,200	POSSIBLE NCEA CONVENTION
4311	AUDITORS FEE	4,800	4,800	LAST YEAR EXPERIENCE
4312	CAR ALLOWANCE	2,500	2,500	MRS. MARY ANN CARRILLO & MRS. MTNEZ.
4313	TRAVEL & PER DIEMS	0	0	
4314	TEMPORARY SERVICES	3,500	3,500	LAST YEAR EXPERIENCE
4316	MEMBERSHIPS & SUBSCRIPTIONS	1,300	1,300	LAST YEAR EXPERIENCE
4319	COOPERATIVE EXAM EXPENSE	0	0	
4320	EMPLOYEE RELATIONS	6,500	7,500	INCLUDES ADM. & INST.
4330	CONSULTING SERVICES	0	4,000	ARCHITECT
4340	OTHER ADMINISTRATIVE EXPENSES	1,000	500	LAST YEAR EXPERIENCE ACTUAL
TOTAL ADMINISTRATIVE EXPENSES		98,130	108,000	

INSTRUCTIONAL EXPENSES

4412	SEMINARS & CONVENTIONS	2,500	2,000	
4415	TRAVEL & PER DIEMS	200	500	MINIMUM
4418	CAFETERIA EXPENSES	0	0	
4419	VENDING MACHINE EXPENSE	0	0	
4421	MIDDLE STATES EXPENSE	1,425	1,425	ANNUAL FEE
4424	GENERAL COUNCIL CERTIFICATION	0	0	
4428	FACULTY MEMBERSHIP & SUBSC.	500	500	LAST YEAR EXPERIENCE
4430	GRADUATION EXPENSES	7,000	7,000	LAST YEAR EXPERIENCE
4434	TEMPORARY SERVICES	7,500	12,000	LAST YEAR EXPERIENCE ACTUAL
4436	PROFESSIONAL READINGS	500	500	
4438	FACULTY ADDITIONAL DUTIES	10,000	10,000	SEE PAYROLL W/P
4439	FACULTY OTHER EXPENSES	0	0	
4440	INSTRUCTIONAL SUPPLIES	5,000	4,000	LAST YEAR EXPERIENCE ACTUAL
4442	LIBRARY SUPPLIES	600	4,800	LAST YEAR EXPERIENCE ACTUAL
4444	AUDIOVISUAL SUPP. & ACCESS.	300	500	LAST YEAR EXPERIENCE ACTUAL
4448	STUDENT SCHOLARSHIPS	26,475	30,975	SEMINARIANS + TEACHERS SONS
4450	SPORTS DEPT. EXPENSES	0	5,000	LAST YEAR EXPERIENCE ACTUAL
4452	ATHLETIC MATERIALS & SUPPLIES	2,000	3,000	LAST YEAR EXPERIENCE ACTUAL
4454	BOOKSTORE / UNIFORMS EXPENSE	10,200	14,000	LAST YEAR EXPERIENCE ACTUAL
4456	REFEREES EXPENSES	2,500	2,500	LAST YEAR EXPERIENCE
4462	COACHING EXPENSES	0	0	
4464	ACADEMIC DEPARTMENTAL EXP.	4,300	5,500	INCLUDES ALL DEPARTMENTS
4467	GUIDANCE TESTING SERVICES	4,900	10,080	
4468	SUPERVISED STUDIES/DAY CARE EXP	0	0	
4470	ACADEMIC AWARDS	0	0	

4472	INFIRMARY SUPPLIES	500	500	MINIMUM
4476	STUDENT INSURANCE	6,920	4,250	850 STUDENTS x \$5
4480	COMPUTERS CLASS LABORATORY	0	0	FUTUREKIDS RECEIVE PAYMENT FROM PARENTS
4490	OTHER INSTRUCTIONAL EXPENSES	500	2,000	
TOTAL INSTRUCTIONAL EXPENSES		93,820	121,030	
OTHER EXPENSES				
4510	SUPERINTENDENT OFFICE FEE	6,055	7,650	850 STUDENTS X \$9
4512	ARZOBISPADO FEE	5,190	4,250	850 STUDENTS X \$5
4514	FINANCE DEPT. MANAGEMENT FEE	16,800	16,800	\$1,400 X 12 MONTHS
4516	BANK CHARGES	3,700	3,000	
4518	CASH OVER & SHORT	0	0	
4520	SECURITY GUARDS	0	0	INCLUDED ON INSTRUCTIONAL SALARIES
4522	DONATIONS	1,000	500	LAST YEAR EXPERIENCE ACTUAL
4526	PHOTOCOPY EQUIPMENT MAINT.	12,500	12,500	LAST YEAR EXPERIENCE
4528	PHOTOCOPY EQUIPMENT SUPPLIES	2,000	3,000	LAST YEAR EXPERIENCE ACTUAL
4530	CLEANING SERVICE CONTRACT	49,900	8,800	CONTRACT CANCELLED
4532	CLEANING SUPPLIES	2,000	15,000	LAST YEAR EXPERIENCE ACTUAL
4534	GARBAGE REMOVAL	4,500	6,500	LAST YEAR EXPERIENCE ACTUAL
4536	EXTERMINATING	500	500	LAST YEAR EXPERIENCE
4538	WATER & SEWER SERVICE	8,000	13,000	LAST YEAR EXPERIENCE ACTUAL
4539	ELECTRICITY	50,000	55,000	LAST YEAR EXPERIENCE ACTUAL
4540	TELEPHONE & FAX	7,000	7,000	LAST YEAR EXPERIENCE
4544	REPAIRS & MAINT. A/C	1,500	5,000	LAST YEAR EXPERIENCE ACTUAL
4548	REPAIRS & MAINT. OTHERS	25,000	40,000	LAST YEAR EXPERIENCE ACTUAL
4550	R/M CONTRACTED SERV. COMPUTERS	0	2,500	
4552	INSURANCE POLICIES	28,520	27,000	PROPERTY & RESPONSIBILITY INSURANCE
4554	RENT EXPENSE	0	0	
4560	INTEREST EXPENSE ON LOANS	96,000	40,000	INCLUDES MESS HALL LOAN
4570	MISCELLANEOUS EXPENSES	0	0	
4590	DEPRECIATION EXPENSE	106,240	90,000	BASED ON JULY 2003 CLOSING ENTRIES + EQUIP.
TOTAL OTHER EXPENSES		426,405	358,000	
EXPENSES GRAND TOTAL		1,808,394	1,855,625	

TOTAL GAIN OR (LOSS)	\$ 14,906	\$ 115,655
-----------------------------	------------------	-------------------

THIS BUDGET IS PREPARED BASED ON LAST YEAR EXPERIENCE AND THE CURRENT EXPERIENCE UP TO APRIL 30, 2004

LIST OF PURCHASES AND IMPROVEMENTS	NOTES ON BUDGET
1 VER ANEJO 2 3 4 5 6 7 8 9 10	1. Se consideró aumento para todo el personal de acuerdo a sus méritos, ver anejo. 2. Se consideró el pago de un 50% del costo del plan médico individual. 3. El bono de navidad es un 2% sin límite.

Preparado por:

J. L. A. José L. Piza
Marta de la Cruz

Fecha:

5-13-04

Revisado por:

Fecha:

5/27-04



Superintendencia de Escuelas Católicas
Arquidiócesis de San Juan

October 7, 2004

Selective Reviewer
Universal Service Administrative Company
School & Libraries Division

To Whom It May Concern:

Within the Superintendence of Catholic Schools of the Archdiocese of San Juan, exist a group of schools directly administered by our office. This group of schools is united under a consortium known as "Colegios Arquidiocesanos de San Juan".

Some of the budgets presented by these schools reflect an operational deficit in their net income. Nevertheless, these schools' financial stability is backed up by the consortium as a whole.

If you need any additional information, please feel free to contact us at your convenience.

Sincerely,

María S. Colón de Marxuach
Superintendent of Catholic Schools

José Luis Pizá
Financial Director

mza

TRANSMISSION VERIFICATION REPORT

TIME : 10/18/2004 09:05
NAME : SUPERINTENDENCIA
FAX : 7877310000
TEL : 7877316100

DATE, TIME
FAX NO. /NAME
DURATION
PAGE(S)

10/18 08:59
19735996515
00:06:21
20
COVERPAGE
OK
STANDARD
ECM

RESULT
MODE

**SUPERINTENDENCIA DE ESCUELAS
CATOLICAS
PROGRAMA E-RATE
FAX (787) 272-0771**

FACSIMILE TRANSMITTAL SHEET

TO:	Jennifer Hung	FROM:	Marieglorie Zapata
COMPANY:	PIA Selective Review	DATE:	10/18/2004
FAX NUMBER:	1-973-599-6515	TOTAL NO. OF PAGES INCLUDING COVER:	20
PHONE NUMBER:		SENDER'S REFERENCE NUMBER:	
RE:	COLEGIO NUESTRA SEÑORA DE LOURDES	YOUR REFERENCE NUMBER:	

☒ URGENT ☐ FOR REVIEW ☐ PLEASE COMMENT ☐ PLEASE REPLY ☐ PLEASE RECYCLE

NOTES/COMMENTS:

Enclosed are requested documents.

Marieglorie Zapata
E-Rate Administrative Assistant
mailto:marieglorie@escuelascatolicas-si.org



Universal Service Administrative Company
Schools & Libraries Division

Date: 11/03/2004

Dear Madeline Melgen,
Applicant Name (All Puerto Rico Applications you have)
Contact Number: 1-787-731-6100
Application Number(s): Multiple

The Program Integrity Assurance (PIA) team is in the process of reviewing all Form 471 Applications for schools and libraries discounts to ensure that they are in compliance with the rules of the federal universal service program. We are currently in the process of reviewing your Funding Year 2004 Form 471 Application. To complete our review, we need some additional information. The information needed to complete the review is listed below.

Madeline, we are trying to find out how you get your discount information for NSLP. I'm sure you have something different, however, we will need to have documentation for all the Schools, Public, Private, Academies, Catholic, etc., with the **Total Student Enrollment** and those eligible for **Free (Gratis) & Reduced (Reducido) lunches**.

I tried to call the E-Rate coordinator for Puerto Rico, but no one spoke English.

If there is anything you can do, it will certainly speed up processing the applications. I don't know if you are the only one working on the applications for Puerto Rico, if there are others we will need a complete list of the schools with the information above.

Thanks so much for your prompt attention in this matter.

If you have already submitted the Item 21 Attachments, please fax an EXACT COPY of the Item 21 Attachments that were previously submitted. If you do not wish to resubmit the Item 21 Attachment, you are not required to do so. We will process your application once the Item 21 Attachments have been scanned into our system.

Please fax or e-mail the requested information to my attention. If you have any questions, please feel free to contact me.

It is important that we receive all of the information requested so we can complete our review. Failure to do so may result in a **reduction or denial of funding**.

Please send the requested information within seven calendar days. If you need additional time to prepare your response, please let me know as soon as possible.

Thank you for cooperation and continued support of the Universal Service Program.

Sincerely,

Nancy A. Rocco
Schools And Libraries Division
Program Integrity Assurance
Phone: 973-884-8250
FAX: 973-599-6522
nrocco@sl.universalservice.org



COLEGIO NUESTRA SEÑORA DE

1050 Demetrio O'Daly, Country Club, San Juan, PR 00924
Tel. 787-769-6284 ♦ Fax 787-750-7805
www.geocities.com/cnslourdes/

December 10, 2004

Schools and Libraries Division
Program Integrity Assurance

Colegio Nuestra Señora de Lourdes wants to certify the following information:

1- Total number of students enrolled	810
2- Number of surveys/applications sent out	810
3- Number of surveys/applications returned	800
4- Total number of students qualified for NSLP (As per the returned surveys/applications)	634
5- Are the surveys/applications and results kept on file	YES

"I certify that only those students who meet the Income Eligibility Guidelines of the National School Lunch Program have been included in column 5 Item 10b of Block 4 (worksheet A) of the Form 471".

Enclosed is a copy of the survey applied.

Cordially,

Mrs. Mary Ann Carrillo
Director

mza